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# PROVIDER BULLETIN

PB 98-03

## THIS ISSUE

### Cover Sheet Required for Vocational Closing Reports

#### TO:

Contracted Private Vocational  
Rehabilitation Providers

Public Sector Vocational  
Rehabilitation Providers

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#### Table of Contents

	Page
Purpose.....	1
Key Changes.....	1
Specific Requirements.....	2
VCLOS Cover Sheet.....	3

#### PURPOSE

**Effective January 1, 1998**, the Department of Labor and Industries (State Fund) requires that a VCLOS cover sheet be submitted with all vocational closing reports. This provider bulletin replaces the information found in the December 22, 1997, memorandum with the subject, "Cover Sheet Required for Vocational Closing Reports."

#### KEY CHANGES

**For State Fund vocational referrals that end on or after January 1, 1998, all vocational closing reports must be submitted with a copy of the attached cover sheet. This applies to both private and public sector vocational providers.**

The Vocational Referral Process Project team decided to redefine when a vocational referral ends. A referral will now end on the date that the vocational closing report is received by L&I.

The attached cover sheet (VCLOS) was developed to ensure that all vocational closing reports are correctly identified, dated, and electronically sent to the appropriate Claim Manager. The Claim Manager will now receive the closing report sooner, thus providing an opportunity to take action upon the report without waiting until the scheduled tickler date.

## VCLOS COVER SHEET

### SPECIFIC REQUIREMENTS

The VCLOS cover sheet must be submitted with all closing reports, regardless of the recommended outcome.

The new cover sheet must include:

- The claim number;
- The worker's name; and
- The type of closing report being submitted

The report options provided are:

- Early Intervention
- Ability to Work Assessment
- Vocational Plan Closing Report
- Special Services Completed
- Other.

The first three report types should sound familiar, and most closing reports will be one of these three types.

Examples of closing reports categorized under **Special Services Completed** would include referrals requesting:

- A labor market survey only
- A job analysis
- A forensic review.

Closing reports for referrals not in the previously mentioned categories must be specified under Other. Labor and Industries does not expect to receive many reports for Other. When you select Other, please describe your report briefly and clearly for the Claim Manager.

If you have questions about this provider bulletin or the cover sheet, please contact Gary Dirks at (360) 902-4480.

**CLAIM #:** \_\_\_\_\_

**WORKER:** \_\_\_\_\_

## **Vocational Closing Report**

- ☐ **Early Intervention Closing Report**
- ☐ **Ability to Work Assessment**
- ☐ **Vocational Plan Closing Report**
- ☐ **Special Services Completed**
- ☐ **Other:** \_\_\_\_\_

**INDEX TO: VCLOS**